

**Community Development Advisory Commission Meeting  
February 2, 2006 Minutes**

The Community Development Commission met on Thursday, February 2, 2006 in the City Hall Council Chambers located at 221 East Main Street, Round Rock, Texas. The meeting was called to order at 6:40 pm. The following commissioners were present for roll call: Rodney Howard, Stephanie Baker, Martha Chavez, Dina Schaefer, and Karen Adair-Murphy. Mary Green and Rick Guzman were absent.

**Minutes: August 18, 2005.**

**Motion:** Commissioner Adair-Murphy moved to approve the August 18, 2005 minutes as submitted. Motion was seconded by Commissioner Schaefer.

<b>Vote:</b>	<b>Ayes:</b>	Rodney Howard
		Stephanie Baker
		Dina Schaefer
		Martha Chavez
		Karen Adair-Murphy
	<b>Noes:</b>	None
	<b>Abstain:</b>	None
	<b>Absent:</b>	Rick Guzman
		Mary Green

Motion carried unanimously.

**Work Session:**

**4.A. Consider staff briefing on implementation of S.B. 286 by the Office of Attorney General.**

Effective January 1, 2006, elected and appointed public officials are required by a new state law to receive training in Texas open government laws. The Office of the Attorney General offers free video training courses, which were developed in compliance with a mandate from the 79th Texas Legislature that the Attorney General establish the formal training necessary to ensure that all elected and appointed government officials have a good command of both open records and open meetings laws.

The Commissioners were provided the Open Government DVD that contains the required Open Records training and the Open Meetings training. Commissioners can obtain their course completion certificate(s) online or they can be mailed from the Attorney General's Office. This certificate is to be maintained by the City of Round Rock and made available for public inspection upon request.

Ryan provided each Commissioner with a copy of the Open Meeting 2006 Handbook and the Public Information 2006 Handbook in addition to the training DVD.

The law requires that any person who is in office on January 1, 2006, must complete the required training by January 1, 2007. For those who take office after

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January 1, 2006, the training must be completed no later than 90 days after the person takes the oath of office or assumes the responsibilities of the office.

**4.B. Consider staff briefing on the Minor Home Repair Program.**

Ryan reported that the Minor Home Repair Program was moving forward and provided a target timeline for action:

1/12/06:	1 <sup>st</sup> Contractor meeting and property walk-through
1/18/06:	2 <sup>nd</sup> Contractor/Subcontractor meeting and property walk-through
1/24/06:	Bid Opening
2/01/06:	First bid evaluation
2/06:	Second bid evaluation (date to be determined by consultant)
3/9/06:	Contract awards
3/06:	Notice to Proceed
4/06:	Re-open application process for remaining funds (approximately \$70K)

**4.C. Consider staff briefing on the 2006 Community Development Block Grant strategic plan.**

Ryan presented a timeline for distribution of the 2006-2007 anticipated funding:

02/06 – 03/06:	Community Needs Assessments (Public Hearings)
3/28/06:	Grant application workshop
4/28/06:	Applications due
5/04/06:	CDC meeting – Presentations by applicants
5/17-12/06:	Committee evaluations
6/01/06:	CDC recommendations on funding
6/5-23/06:	Preparation of draft plan
6/26 – 7/26:	30 day comment period
7/06/06:	CDC Public Hearing on draft plan
7/27/06:	City Council Public Hearing on draft plan
8/10/06:	Council adopts plan
8/15/06:	Plan due at HUD – start 15 day HUD comment period
9/04/06:	Comment period expires – HUD accepts plan
10/1/06:	Funding available – implement new programs

**4.E. Consider staff briefing on the 2006-2007 Community Development Block Grant funding allocation.**

The Fiscal Year (FY) 2006 budget for the Department of Housing and Urban Development has been enacted. Most cities will experience moderate to severe cutbacks in entitlement funding, including Round Rock. For the first time since becoming an entitlement city in 1999, Round Rock's funding has dropped below \$400,000. The 2006-2007 anticipated funding is \$396,478.

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**4.E. Consider staff briefing on environmental review by the Department of Housing and Urban Development (HUD).**

The San Antonio field office sent Mr. Laurence Doxey, Field Environmental Officer, to Round Rock on February 8, 2006, to review city environmental files. Mr. Doxey met with city staff and offered technical assistance prior to reviewing files. Attending the technical assistance meeting were Jim Stendebach, AICP, Director, Planning Department; Margie Lopez, Community Development Assistant; Ruth Haberman, PE, Public Works; Aileen Dryden, ASLA, Park Development Specialist; and Paul Ward, Fire Department.

Mr. Doxey reviewed multiple files for compliance and had no findings to report.

**Adjourn:**

Prior to adjourning, the Chairman asked for any comments from the commissioners.

Commissioners Schaefer and Baker said they were interested in participating in the application review process this year.

Being no further business discussion, the meeting adjourned at 7:03 p.m.

Respectfully submitted,

Mona Ryan,  
Community Development Coordinator